292 Piaget Avenue, Clifton, New Jersey 07011

Registering the NonCirc (Internet Only) User

A library may occasionally need to issue a library card to special users or a temporary resident who is allowed access to the library's public PCs but is not eligible to check out materials. If a guest pass generated by the Envisionware system is not appropriate, the library may issue a **noncirc**—sometimes called **Internet only** card.

A noncirc card will allow the user to login to the public PCs but will give an error message if items are brought for checkout. The checkout stop cannot be overridden. Note: noncirc users have status OK in the system. They are not barred. Their privileges are limited through the circ and hold maps.

By default noncirc users' privileges expire 3 months from the date the card is issued. A library may choose to change that setting, depending on local policy.

1. Verify the user's credentials per local policy.
2. If the user is eligible for a noncirc card, register the user as follows:

    1. **Library: Your PALS Plus library**
    2. **Profile Name: NONCIRC**
    3. **Privilege expires: 3 months [default; may be changed]**
    4. **User Cat 1: 1PASSAIC**
    5. User Cat 2: DO NOT CODE
    6. **User Cat 3: Level of internet access**
    7. User Cat 4: Male or female [opt.]
    8. **Address 1: Address and info**
3. Once they are registered, noncirc users may log into a public PC at any PALS Plus library with Envisionware, according to the local policies set by the library.